

## WITNESSING A SIGNATURE

1. When witnessing a signature, a Notary certifies that the signer personally appeared, was positively identified, and that the Notary witnessed the signing of the document on the date of notarization.
2. The act of witnessing a signature differs from an acknowledgement in that the party relying on the document may know for certain that the document was signed on the same date that the Notary affixed the official seal and signature to the document.
3. The act of witnessing a signature differs from a jurat in that the signer is merely signing the document, not swearing or affirming that the contents of the document are true.

### Steps to Certify a Copy

1. The signer personally appears before the Notary.
2. The Notary scans the document to make sure there are no blank spaces.
3. The Notary positively identifies the custodian.  
The Notary asks the signer to sign the document in his or her presence.
4. The Notary completes certificate wording for a signature witnessing and affixes the official signature and seal.

### Wording for Witnessing a Signature

State of New Hampshire

County of \_\_\_\_\_

Signed or attested before me on (date) by (name[s] of person[s]).

\_\_\_\_\_  
(Signature of notarial official)

seal

\_\_\_\_\_  
Title (and Rank)

My commission expires: \_\_\_\_\_